

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3222

TITLE: CHILD CARE SPECIALIST I

GRADE: S-20

DEFINITION:

Under general supervision, performs responsible, routine work in the field of child care or child development; provides direct services to family day care providers and day care centers; delivers training; may coordinate and/or supervise paraprofessional staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Employees assigned to this class perform professional level work based on knowledge of the basic principles, concepts, and methodology of assigned area of accountability. This class is distinguished from the Child Care Specialist II in that the work of the Child Care Specialist I is more routine and narrow in scope than work at the Child Care Specialist II level which serves as subject matter expert over a limited and specific field, function, or services within a broad program. Training activities at the Child Care Specialist I level are limited to delivering training and assisting in general curriculum development whereas the Child Care Specialist II conducts needs assessment, develops curriculum content, and delivers the training for a specific function within a broad program area. Child Care Specialist Is may supervise paraprofessional staff while Child Care Specialist IIs may supervise a small group of professionals and paraprofessional staff.

ILLUSTRATIVE DUTIES:

Assists providers with improving the quality of their child care environments by providing them with information on child development and child care issues;
Provides training and technical assistance to family day care providers and day care centers;
Monitors education screening and assessments of children;
Conducts research and gathers data for the development of training and program materials;
Recruits new family day care providers to meet child care needs throughout the County;
Conducts outreach activities and holds informational sessions with potential providers and center staff;
Approves family day care homes applying for permits and conducts home health safety visits;
Coordinates home inspections with staff from various State and County agencies;
Assesses homes for participation in the Child and Adult Care Food Program and /or the Child Care Assistance Program;
Provides orientation sessions for program participation;
Educates parents on types of available care and assists with placements in family day care;
Prepares vendor agreements for providers who participate in the Child Care Assistance Program;
Reviews billing reports to verify eligibility and participation;
Prepares monthly reports for assigned geographic area;
Participates in gathering information and writing grant proposals;
Writes articles for newsletters and other publications and produces flyers and brochures on a variety of child care topics;
Investigates complaints and makes recommendations regarding the disposition;
Assists with special programs that foster Office for Children programs;
May supervise paraprofessional and administrative support staff.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the basic principles, concepts, and methodology of assigned area of accountability;

Ability to communicate effectively, both orally and in writing;

Ability to keep current on the latest theories of early childhood development and education;

Ability to work independently and as a member of a team.

EMPLOYMENT STANDARDS:

Any combination of education, training, and experience equivalent to the following:

Graduation from an accredited college or university with a degree in Early Childhood Education, Psychology, Social Work, or a closely related field; PLUS

Some responsible experience in day care administration or early child development programs.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

REVISED: December 24, 2002

REVISED: May 18, 1987

ESTABLISHED: August 3, 1981